



HUMAN RESOURCE POLICY

**15.0 PARKING**

**15.01 ASSIGNMENT OF PARKING**

**Purpose**

To outline how parking allocations are made for the IPC.

**Application**

This policy applies to all IPC employees.

**Background**

Since the office has had permanent staff, the IPC has provided for parking for all staff. The IPC provides parking as our office is located in the downtown area where parking is extremely limited. Employees also use their vehicles from time to time in relation to their work and having their vehicle close by is a benefit to the office.

**Policy**

Depending on the availability of acquiring parking spots, the IPC will provide parking to all IPC employees.

Those employees requiring special consideration due to physical restrictions (handicapped status) need to self-identify to the Director of Operations. In those instances, the Director of Operations will work with the landlord to identify available parking options.

Parking is a taxable benefit and employees will be advised that this benefit will appear on their T4 as a taxable benefit. If an employee is on a Definite Leave of Absence the taxable benefit is suspended until the employee returns to work.

**Authority**

*The Freedom of Information and Protection of Privacy Act, section 43.1*

**Influencing Source**

Legislative Assembly Service Human Resource Policy 15.1